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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE

NO. 10-23-1/2

SECURITY

6 September 1962

Downgrading and Declassification

1. Executive Order 10964, dated 20 September 1961, prescribes that all classified information or material shall be categorized in one of four groups and marked accordingly. These group markings have been established to provide for the continuing review of classified information or material, preserve the effectiveness and integrity of the security classification system, and reduce the accumulation of classified material which no longer requires the original classification.

2. In applying the Executive Order to the Center, all classified information or material originated by NPIC is considered of an intelligence nature within the definition of GROUP I and is excluded from automatic downgrading or declassification. Personnel who classify information and materials shall mark all classified documents at the time of original classification with a GROUP I marking.

3. The GROUP I marking shall be placed immediately below or adjacent to and in conjunction with the security classification marking at the bottom of the first page as illustrated below:

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GROUP I

Excluded from automatic
downgrading and
declassification

If this is not practicable, the group marking shall be affixed conspicuously at least once in a similarly prominent place, such as the front cover, title page, or foreward. Each separate part (letter, memorandum, attachment, enclosure, appendix, annex, or endorsement) of a document shall be marked with the group marking. The method of placing the Group I marking on classified material will be the same as those used in applying security classifications, i.e., by the use of rubber stamps, typing on ditto masters, etc. Group I marking stamps may be obtained from the NPIC Supply Room.

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4. To the fullest extent practicable persons who classify documents shall indicate on covering information or material at the time of original classification that, upon removal of classified enclosures, the information shall be declassified or downgraded. A statement to this effect should be affixed in a conspicuous place as follows:

"This document will be considered unclassified (or downgraded to _____) upon removal of the enclosures."

5. All correspondence and reports produced in codeword control systems will bear the Group I marking as prescribed above, and will be used in lieu of the phrase "Downgrading Prohibited" which has been used in the past on downgraded codeword material.

6. The Operations Officer is responsible for providing clarification of classification control matters which pertain to the Center.



Executive Director, NPIC

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Distribution: #4

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